

**I-102, Application for Replacement/Initial
Nonimmigrant Arrival - Departure Document****Purpose of This Form.**

This form is used by a nonimmigrant to apply to the Bureau of Citizenship and Immigration Services (BCIS) for a new or replacement:

- Form I-94, Nonimmigrant Arrival-Departure Record (includes also Form I-94W, Nonimmigrant Visa Waiver Arrival-Departure Record); or
- Form I-95, Crewman Landing Permit.

(The BCIS is comprised of offices of the former Immigration and Naturalization Service.)

Who May File?

If you are a nonimmigrant in the United States, file this application to:

- Replace your lost or stolen Form I-94 or Form I-95; or
- Replace your mutilated Form I-94 or Form I-95; or
- Receive an initial Form I-94 if you were not issued one when you entered as a nonimmigrant, and you are filing this form with an application for extension of stay or change of status; or
- Receive a corrected Form I-94 or Form I-95 if you were issued one with incorrect information when you entered as a nonimmigrant; or
- Receive an initial Form I-94 if you were not issued a Form I-94 when you were originally admitted into the U. S. due to your military membership as described below:
 - nonimmigrant member of the U.S. armed forces; or
 - nonimmigrant member of the North Atlantic Treaty Organization (NATO) armed forces; or
 - nonimmigrant member of the Partnership for Peace military program under the Status of Forces Agreement (SOFA).

General Filing Instructions.

Please answer all questions by typing or printing clearly in black ink. If you need extra space to answer any item, attach a sheet of paper with your name and your alien registration number (A#), if any, and indicate the number of the item to which the answer refers. You must file your application with the required initial evidence. Every application must be properly signed and filed with the correct fee. If you are under 14 years of age, your parent or guardian may sign the application.

Initial Evidence.

Lost or Stolen Form. If you are applying to replace a lost or stolen Form I-94 or Form I-95, submit a copy of the original or submit a copy of the biographic page from your passport and a copy of the page indicating admission as claimed, or other evidence of your admission. If you are unable to submit this evidence, submit a full explanation of why you cannot give any of the above evidence, along with a copy of evidence of your identity and copies of any evidence in your possession to substantiate your claim. If your card was stolen, submit a copy of the police report relating to the theft.

Mutilated Form. If you are applying to replace a mutilated Form I-94 or I-95, attach the original form.

First Form I-94. If you were not issued a Form I-94 at admission and have not since been issued a Form I-94, but now require a Form I-94 for another application you are filing, submit a copy of any evidence in your possession to substantiate your claimed admission.

Nonimmigrant Military Member. If you are filing as a nonimmigrant military member in the U.S. armed forces, NATO or the Partnership for Peace program and you are requesting an initial Form I-94, contact your foreign commander or his or her designee in the United States for filing information.

Document With Incorrect Information. If you want the BCIS to correct inaccurate information on your Form I-94, attach the Form I-94 to your Form I-102 application. If you check box "g" on **Part 2, Application Type**, attach a statement dated and signed by you, citing specifically what information on your Form I-94 or Form I-95 copy requires correction. You must also attach evidence verifying that the corrected information is valid.

Translations. Any foreign language document must be accompanied by a full English translation that a translator has certified as complete and correct. The translator must also certify that he or she is competent to translate the foreign language into English.

Copies. If these instructions state that a copy of a document may be filed with this application, and you choose to send us the original, we may keep that original for our records.

Where to File.

To request BCIS to correct inaccurate information on your Form I-94 or Form I-95, submit your application at the local BCIS office having jurisdiction over where you are temporarily located. Contact the local BCIS office for specific information on how to file the application.

If you are filing to replace a Form I-95, file this application at the local BCIS office having jurisdiction over where you are temporarily located.

If you were not issued a Form I-94 at admission or are filing this application with an application for extension of stay or change of status, file this application where you are filing the accompanying extension of stay or change of status application.

If you are a nonimmigrant member of the U.S. armed forces, file this application at the local BCIS office having jurisdiction over the area where you are temporarily located.

If you are in a NATO or Partnership for Peace military program under SOFA, and are seeking an initial Form I-94, submit this application through your foreign commander or his or her designee to NATO/Headquarters of the Supreme Allied Commander, Atlantic (SACLANT).

In all other instances, file your application as follows:

If you are in Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Puerto Rico, Rhode Island, Vermont, the Virgin Islands, Virginia or West Virginia, mail this application to: **BCIS Vermont Service Center, 75 Lower Welden Street, St. Albans, VT 05479-0001.**

If you are in Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, New Mexico, North Carolina, Oklahoma, South Carolina, Tennessee or Texas, mail this application to: **BCIS Texas Service Center, P.O. Box 851182, Mesquite, TX 75185-1182.**

If you are in Arizona, California, Guam, Hawaii or Nevada, mail this application to: **BCIS California Service Center, P.O. Box 10102, Laguna Niguel, CA. 92607-0040.**

If you are elsewhere in the United States, mail this application to: **BCIS Nebraska Service Center, P.O. Box 87102, Lincoln, NE 68501-7102.**

Fee.

The fee for this application is **\$100.00**. The fee must be submitted in the exact amount. It cannot be refunded. **DO NOT MAIL CASH.**

All checks and money orders must be drawn on a bank or other institution located in the United States and must be payable in United States currency. The check or money order should be made payable to the "Bureau of Citizenship and Immigration Services," except that:

- if you are in Guam and are filing this application in Guam, make your check or money order payable to the "Treasurer, Guam."
- if you are in the U.S. Virgin Islands and are filing this application in the U.S. Virgin Islands, make your check or money order payable to the "Commissioner of Finance of the Virgin Islands."

Checks are accepted subject to collection. An uncollected check will render the application and any document issued invalid. A charge of \$30.00 will be imposed if a check in payment of a fee is not honored by the bank on which it is drawn.

You do **not** need to pay the fee to request the BCIS to correct your Form I-94 or Form I-95 copy if the error(s) on your document was made by BCIS, through no fault of your own. If, however, the error(s) was made because of information you provided or failed to provide to the BCIS or the U.S. Department of State, you must pay the fee.

You do not need to pay the fee if you are nonimmigrant military member in the U.S. armed forces or you are participating in a NATO or Partnership for Peace military program under the SOFA and you are requesting an initial or replacement Form I-94.

Processing Information.

Acceptance. Any application that is not signed or is not accompanied by the proper fee, if required, will be rejected with a notice that the application is deficient. You may correct the deficiency and resubmit the application. However, an application is not considered properly filed until it is accepted by the BCIS.

Initial processing. Once the application has been accepted, it will be checked for completeness, including submission of the required initial evidence. If you do not completely fill out the form or file it without required initial evidence, you will not establish a basis for eligibility and we may deny your application.

Decision. You will be notified in writing of the decision on your application. If the application is approved, a new Form I-94 or Form I-95 will be issued to you.

Penalties.

If you knowingly and willfully falsify or conceal a material fact or submit a false document with this request, we will deny the benefit you are seeking and may deny any other immigration benefit. In addition, you will face severe penalties provided by law, and you may be subject to criminal prosecution and/or removal from the United States.

Privacy Act Notice.

We ask for the information on this form and associated evidence to determine if you have established eligibility for the immigration benefit you are seeking. We may provide this information to other government agencies. Failure to provide this information and any requested evidence may delay a final decision or result in denial of your request.

Information and BCIS Forms.

For information on immigration laws, regulations and procedures and to order BCIS forms, call our **National Customer Service Center** toll-free at **1-800-375-5283** or visit our internet web site at **www.bcis.gov**.

Paperwork Reduction Act Notice.

We try to create forms and instructions that are accurate, can be easily understood and that impose the least possible burden on you to provide us with information. Often this is difficult because some immigration laws are very complex. The estimated average time to complete and file this application is as follows: (1) 5 minutes to learn about the law and form; (2) 5 minutes to complete the form; (3) 15 minutes to assemble and file the application -- for a total estimated average of 25 minutes per application. If you have comments regarding the accuracy of this estimate or suggestions for making this form simpler, you may write to: Bureau of Citizenship and Immigration Services, HQRFS, 425 I Street, N.W., Room 4034, Washington, DC 20536; OMB No. 1615-0079. **DO NOT MAIL YOUR COMPLETED APPLICATION TO THIS ADDRESS.**

U.S. Department of Homeland Security
Bureau of Citizenship and Immigration Services

I-102, Application for Replacement/Initial Nonimmigrant Arrival - Departure Document

START HERE - Please Type or Print

FOR BCIS USE ONLY

Part 1. Information about you.

Family Name Given Name Middle Name

Address - In care of -

Street Number and Name Apt./Suite #

City State or Province Zip/Postal Code Country

Date of Birth (mm/dd/yyyy) Country of Birth

Social Security # (if any) A # (if any)

Date of Last Admission (mm/dd/yyyy) Expires on (mm/dd/yyyy)

Current Nonimmigrant Status I-94, Arrival/Departure Document #

Returned	Receipt
Date	
Date	
Resubmitted	
Date	
Date	
Reloc Sent	
Date	
Date	
Reloc Rec'd	
Date	
Date	
<input type="checkbox"/> Applicant Interviewed on <input type="text"/>	

Part 2. Application type. (check one)

- a. ☐ I am applying to replace my lost or stolen Form I-94 (I-94W).
b. ☐ I am applying to replace my lost or stolen Form I-95.
c. ☐ I am applying to replace Form I-94 because it is mutilated. I have attached my original I-94.
d. ☐ I am applying to replace Form I-95 because it is mutilated. I have attached my original I-95.
e. ☐ I was not issued a Form I-94 when I entered as a nonimmigrant, and I am filing this application together with an application for an extension of stay/change of status.
f. ☐ I was not issued a Form I-94 when I entered as a nonimmigrant member of the military and I am filing this application for an initial Form I-94.
g. ☐ I was issued a Form I-94 or Form I-95 with incorrect information, and I am requesting the BCIS to correct the document.

Part 3. Processing information.

Are you filing this application with any other petition or application?
☐ No ☐ Yes - Form #

Are you now in removal proceedings?
☐ No ☐ Yes (Attach an explanation on a separate sheet of paper.)

If you are unable to provide the original of your Form I-94, give the following information:

Class of Place of
Admission: Admission:
Your name exactly as it appears on Form I-94 or I-95, if known

Part 4. Signature. Read the information on penalties in the instructions before completing this section. You must file this application while in the United States.

I certify, under penalty of perjury under the laws of the United States of America, that this application and the evidence submitted with it is all true and correct. I authorize the release of any information from my records which the Bureau of Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking.

Signature

Daytime Telephone Number (with area code)

Date (mm/dd/yyyy)

Part 5. Signature of person preparing form, if other than above. (Sign below)

I declare that I prepared this application at the request of the above person and it is based on all information of which I have knowledge.

Signature

Print or Type Your Name

Fax Number (if any)

Date (MM/DD/YYYY)

Firm Name and Address

Daytime Telephone Number (with area code)